

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

FROM : Chief, Classification & Wage Division

SUBJECT: Request for T/O Revision

DATE: 3 August 1951

ILLEGIBLE

Reference is made to the Administrative Services table of organization, dated 7 June 1951.

Classification review indicates that the following changes should be made:

## Transportation Division

Slot ☐ From: Assistant Chief GS-11  
To: Assistant Chief (Traffic Manager) GS-12

## Shipping Branch

Slot ☐ From: Transportation Officer GS-11  
To: Freight Traffic Officer GS-11

Slot ☐ From: Transportation Clerk GS-7  
To: Freight Traffic Officer GS-7

Slot ☐ From: Transportation Clerk GS-5  
To: Freight Traffic Clerk GS-5

## Building Maintenance & Utilities Division

Slot ☐ From: Clerk GS-4  
To: Utilities & Movement Technician GS-5

Slot ☐ From: Building Maintenance Asst. GS-7  
To: Public Buildings Superintendent GS-9

## General Services Division

### Records Management & Distribution Branch

Slot ☐ From: Records Officer GS-13  
To: Methods Examiner (Records) GS-13

Concurrence in the above changes was given verbally by the Administrative Services Office on 3 August 1951.

R. A. STRICKLIN

CONFIDENTIAL

ILLEGIBLE  
NO CHANGE  
26  
15-3 C RET. JUST 22  
TYPED OC. 02  
OFFICE CLASS  
25  
BOX NO. FILE NO. DOC NO.  
IN CLASS / DECLASS / CLASS CHANGED TO: 15-3 C RET. JUST 22  
NEXT REV DATE: 14/6/51  
NO. PGS: 1  
REVISION DATE: 14/6/51  
REV CLASS: C  
REV COORD: AUTH: HR 70-3

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8/2/51